

**CHANGES TO THE 2015-2017 COLLECTIVE  
BARGAINING AGREEMENT BETWEEN THE  
STATE OF MINNESOTA AND THE  
MINNESOTA LAW ENFORCEMENT ASSOCIATION**

Unless otherwise indicated, all changes are effective January 16, 2016.

**PREAMBLE**

Technical date change. Modify language to update Association for Commerce Fraud Agents.

**ARTICLE 1 - ASSOCIATION RECOGNITION**

No change.

**ARTICLE 2 - NO STRIKE/NO LOCKOUT**

No change.

**ARTICLE 3 - DUES CHECK-OFF**

No change.

**ARTICLE 4 - NON-DISCRIMINATION**

No change.

**ARTICLE 5 - MANAGEMENT RIGHTS**

No change.

**ARTICLE 6 - ASSOCIATION RIGHTS**

No change.

**ARTICLE 7 - SAFETY**

No change.

**ARTICLE 8 - ETHICAL STANDARDS AND OFF-DUTY EMPLOYMENT**

No change.

**ARTICLE 9 - UNIFORMS**

Section 1. State Patrol. Modify language to increase allowance for necessary uniform items not furnished by the Employer from one hundred dollars (\$100) to one hundred fifty dollars (\$150) per year.

Section 1. State Patrol. Increase allowance for Troopers serving in assignments requiring plain clothes attire from five hundred dollars (\$500) to five hundred fifty dollars (\$550) per year.

Section 2. Conservation Officers. Modify language to increase allowance for necessary uniform items not furnished by the Employer from one hundred dollars (\$100) to one hundred fifty dollars (\$150) per year.

Section 3. Special Agents, Fugitive Specialists and Commerce Insurance Fraud Specialists. Modify language to increase annual clothing allowance from five hundred dollars (\$500) to five hundred fifty dollars (\$550).

## **ARTICLE 10 - HOLIDAYS**

Section 1. Observed Holidays. Technical change updating dates of holidays for fiscal year 2016 and fiscal year 2017.

Section 1. Observed Holidays. Floating Holiday. Technical change to add new heading.

## **ARTICLE 11 - VACATIONS**

Section 1. Vacation Accumulation. Technical change to delete obsolete date reference and related language.

Section 1. Vacation Accumulation. Modify language to allow employees in the State Patrol Trooper and Natural Resources Specialist 2/Conservation Officer classifications to use vacation upon completion of Field Training, rather than upon completion of six (6) months continuous service.

Section 1. Vacation Accumulation. Remove ban on use of vacation during the first six (6) months for all other employees in this unit.

Section 1. Vacation Accumulation. Modify language to clarify that the two hundred sixty (260) hours cap on vacation severance payout at separation does not apply in the case of separation due to the employee's death.

## **ARTICLE 12 - COMMUNICATION EXPENSES**

No change.

## **ARTICLE 13 - SICK LEAVE**

Section 2. Sick Leave Utilization. B. Others. Add subsection B.6. to clarify that an employee may use sick leave for the illness or injury of family members as provided by state law.

Section 2. Sick Leave Utilization. (New) C. Bereavement Leave. Technical change to move language from Section 2.B. to a new Bereavement Leave heading, Section 2.C.

Section 2. Sick Leave Utilization. (New) C. Bereavement Leave. Modify language to add step-parents, step-children, and step-brothers or sisters to list of family members for whose death an employee may use sick leave.

#### **ARTICLE 14 - LEAVES OF ABSENCE**

Section 2. Leaves with Pay. Technical change adding titles to subsections E and F.

#### **ARTICLE 15 - DISCIPLINE AND DISCHARGE**

No change.

#### **ARTICLE 16 - GRIEVANCE PROCEDURE**

No change.

#### **ARTICLE 17 - INJURY ON DUTY**

No change.

#### **ARTICLE 18 - SEVERANCE PAY**

Section 3. MSRS Health Care Savings Plan. Change from \$200 to \$500 the threshold amount at which employees who do not meet the requirements for the health care savings account or whose combined total severance pay and vacation will be paid in cash.

#### **ARTICLE 19 - EXPENSE ALLOWANCES**

Section 4. Overnight Travel. B. Technical change to delete references to previous reimbursement rates.

#### **ARTICLE 20 - RELOCATION EXPENSES**

No change.

#### **ARTICLE 21 - BIDDING ON VACANT POSITIONS**

Section 2. Troopers. A. Lateral Positions. 2. Special Assignments Within District. Technical change to correct Article 28, Section 2 reference.

Section 2. Troopers. B. Promotional Positions. 2. Technical Sergeant. Modify language to allow vacancies to be advertised by electronic memo to eligible employees.

Section 2. Troopers. C. Modify language to allow vacancies not otherwise governed by the agreement to be advertised by electronic memo to affected members.

## **ARTICLE 22 - WORK RULES**

No change.

## **ARTICLE 23 - COURT TIME, CALL-IN, CALL-BACK, STANDBY**

Section 1. Court Time, Call-In, Call-Back and Court Cancellation. Update section title and add language to provide that a State Patrol employee will be paid for two (2) hours at the overtime rate when a scheduled court appearance during off-duty time is cancelled after 4:00 pm on the day before the scheduled appearance.

## **ARTICLE 24 - HOURS OF WORK**

Section 3. Troopers. G. Rest Periods. Technical change to update dates.

## **ARTICLE 25 - OVERTIME**

Section 1. Definition. A. Troopers. 2. Modify language to clarify that overtime in excess of a scheduled Friday shift must be mandated by the supervisor.

Section 3. General Policy. Technical change to update dates.

## **ARTICLE 26 - SENIORITY AND LAYOFF**

No change.

## **ARTICLE 27 - INSURANCE**

Technical date changes.

Section 2. Eligibility for Group Participation. D. Continuation Coverage g. Clarification. A covered employee's enrollment in Medicare.

Section 3. Eligibility for Employer Contribution. B. Partial Employer Contribution – Basic Eligibility. 2, addition to text:

Employees who hold part-time appointments or seasonal employees and who are scheduled to work at least one thousand forty-four (1044) hours over a period of any twelve (12) consecutive months.

Section 4. Amount of Employer Contribution. Technical date changes.

Section 4. Amount of Employer Contribution. B. Contribution Formula – Dental Coverage. Technical date changes.

Section 5. Coverage Changes and Effective Dates. A. When Coverage May Be Chosen. 1. Newly Hired Employees. Insert new language:

If an employee does not choose a health plan administrator and primary care clinic by their initial effective date, but was previously covered as a dependent immediately prior to their initial effective date, they will be defaulted to the plan administrator and primary care clinic in which they were previously enrolled.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 2. Coverage Under the Minnesota Advantage Health Plan. Technical date changes.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 2. Coverage Under the Minnesota Advantage Health Plan. a. Benefit Options 4) Advantage Benefit Chart for Services Incurred During Plan Years. Technical date changes. Delete obsolete chart and insert new chart.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 2. Coverage Under the Minnesota Advantage Health Plan. e. Prescription Drugs. 1) Copayments and annual out-of-pocket maximums. Delete obsolete language, insert new drug copayment language.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 2. Coverage Under the Minnesota Advantage Health Plan. j. Lifetime maximums and non-prescription out-of-pocket maximums. Delete obsolete language, insert new out-of-pocket maximum language.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 6. Post-Retirement Health Care Benefit. Clarifies that if the employee separates due to death, the \$250 benefit is paid in cash, not to the HCSP.

Section 7. Optional Coverages. A. Employee and Family Dental Coverages. 2. Coverage Under State Dental Plan. a. Copayments. Technical date change, insert new coinsurance limits.

## **ARTICLE 28 – WAGES**

Section 1. Salaries of Conservation Officers, Fugitive Specialists, Commerce Insurance Fraud Specialists, Special Agents and Special Agent Seniors. B. Conversion. Effective July 1, 2015, employees shall be assigned to the same relative step within the salary range for their class except as specified below.

Employees who are paid a rate which exceeds the maximum rate for their class prior to the implementation of this Agreement, but whose rate falls within the new salary range for their class, shall be assigned to the maximum of the new range.

Employees whose salaries as of June 30, 2015 equal or exceed the new maximum rate for their class shall not receive a salary adjustment, but these employees shall not receive a reduction in pay.

Section 1. Salaries of Conservation Officers, Fugitive Specialists, Commerce Insurance Fraud Specialists, Special Agents and Special Agent Seniors. C. First Year Wage Adjustment.

Effective July 1, 2015, all salary ranges and rates shall be increased by two and one-half percent (2.5%), rounded to the nearest cent. Employees convert to the new compensation grid as provided in B, Conversion.

Section 1. Salaries of Conservation Officers, Fugitive Specialists, Commerce Insurance Fraud Specialists, Special Agents and Special Agent Seniors. D. Second Year Wage Adjustment.

Effective July 1, 2016, all salary ranges and rates shall be increased by two and one-half percent (2.5%), rounded to the nearest cent. This salary adjustment shall be given to all employees including those employees whose rates of pay exceed the maximum rate for their class.

Section 2. Salaries of State Patrol. B. Conversion. Effective July 1, 2015, employees shall be assigned to the same relative step within the salary range for their class except as specified below.

Employees who are paid a rate which exceeds the maximum rate for their class prior to the implementation of this Agreement, but whose rate falls within the new salary range for their class, shall be assigned to the maximum of the new range.

Employees whose salaries as of June 30, 2015 equal or exceed the new maximum rate for their class shall not receive a salary adjustment, but these employees shall not receive a reduction in pay.

Section 2. Salaries of State Patrol. C. First Year Wage Adjustment. Effective July 1, 2015, all salary ranges and rates shall be increased by two and one-half percent (2.5%), rounded to the nearest cent. Employees convert to the new compensation grid as provided in B, Conversion.

Section 2. Salaries of State Patrol. D. Second Year Wage Adjustment. Effective July 1, 2016, all salary ranges and rates shall be increased by two and one-half percent (2.5%), rounded to the nearest cent. This salary adjustment shall be given to all employees including those employees whose rates of pay exceed the maximum rate for their class.

Section 7. Achievement Awards – Department of Commerce. At the discretion of the Department of Commerce, an employee who has demonstrated outstanding performance may receive one achievement award per fiscal year as a lump sum, not to exceed \$1,000 or as a one step in range adjustment. No more than 35% of the number of employees authorized at the beginning of the fiscal year may receive an achievement award in a fiscal year. The Appointing Authority may modify the distribution of achievement awards provided the modifications do not increase the aggregate amount of money spent in a fiscal year.

Section 8. Health Care Savings Plan. Effective for all paychecks beginning July 1, 2016, all employees in the classifications and agencies listed below shall contribute 1% of their gross earnings subject to retirement (pension contribution) into a personal Health Care Savings Plan account with the Minnesota State Retirement System each pay period. The contribution shall occur regardless of whether or not the employee's position is retirement eligible.

NR Specialist 2 Conservation Officer, Department of Natural Resources  
NR Specialist 3 Conservation Officer Community Liaison, Department of Natural Resources  
NR Specialist 3 Conservation Officer Pilot, Department of Natural Resources  
NR Specialist 3 Conservation Officer Regional Training Officer, Department of Natural Resources  
NR Specialist 3 Conservation Officer Special Investigator, Department of Natural Resources  
NR Specialist 3 Water Resources Specialist, Department of Natural Resources  
NR Specialist 4 Conservation Officer Pilot, Department of Natural Resources  
NR Specialist Conservation Officer Unit Leader, Department of Natural Resources  
Special Agent, Bureau of Criminal Apprehension, Department of Public Safety  
Special Agent Senior, Bureau of Criminal Apprehension, Department of Public Safety  
State Patrol Trooper, Department of Public Safety

**ARTICLE 29 - EARLY RETIREMENT INCENTIVES**

No change.

**ARTICLE 30 - SAVINGS CLAUSE**

No change.

**ARTICLE 31 - COMPLETE AGREEMENT AND WAIVER CLAUSE**

No change.

**ARTICLE 32 - DONATION OF VACATION**

No change.

**ARTICLE 33 - AMERICANS WITH DISABILITIES ACT/WORKERS' COMPENSATION**

No change.

**ARTICLE 34 - DURATION**

Technical changes regarding session number, dates and signatories.

**APPENDIX A - PRORATED VACATION SCHEDULE**

No change.

**APPENDIX B - PRORATED SICK LEAVE SCHEDULE**

No change.

**APPENDIX C - CODE OF ETHICS**

No change.

**APPENDIX D-1 - SALARY SCHEDULE**

The salary schedules and list of classes and salaries shall be effective July 1, 2015 through June 30, 2016.

**APPENDIX D-2 - SALARY SCHEDULE**

The salary schedules and list of classes and salaries shall be effective July 1, 2016 through June 30, 2017.

**APPENDIX E-1 - SALARY SCHEDULE**

The salary schedules and list of classes and salaries shall be effective July 1, 2015 through June 30, 2016.

**APPENDIX E-2 - SALARY SCHEDULE**

The salary schedules and list of classes and salaries shall be effective July 1, 2016 through June 30, 2017.

**APPENDIX F - LETTER ON PRACTICE OF OVERTIME DISTRIBUTION FOR CONSERVATION OFFICERS**

No change.

**APPENDIX G - LETTER ON LUNCH AND REST PERIODS FOR TROOPERS**

No change.

**APPENDIX H - DRUG AND ALCOHOL TESTING POLICY**

No change.

**APPENDIX I - MEMORANDUM OF AGREEMENT**

No change.

**APPENDIX J - LETTER OF AGREEMENT**

No change.



**APPENDIX K- LETTER OF AGREEMENT**

No change.

**APPENDIX L – ATTENDANCE AT JOINT LABOR/MANAGEMENT COMMITTEE ON HEALTH PLANS**

No change.

**APPENDIX M - STATEWIDE POLICY ON FAMILY MEDICAL LEAVE ACT**

Update website references.

**APPENDIX N - LETTER ON EXPANSION OF SICK LEAVE BENEFITS**

No change.

**APPENDIX O - MEMORANDUM OF UNDERSTANDING**

Add new Memorandum of Understanding to memorialize agreement between the parties to Meet and Confer on the following topics:

- 1) Plain language review – Article 11 - Vacation;
- 2) Review Conservation Officer Uniform acquisition, distribution and retention; and,
- 3) Court cancellation policy development and implementation.